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UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

Session 1957-58

Course in

## PURCHASING

**Principles  
and  
Practices**

*Application forms and course literature  
may be obtained by writing*

THE DIRECTOR,  
University Extension,  
65 St. George St.

UNIVERSITY OF TORONTO

*or by telephoning  
WA. 3-6611  
Locals 304, 308, 526, 527*

*sponsored by the  
PURCHASING AGENTS'  
ASSOCIATION OF TORONTO*

# PURCHASING

## Principles and Practices

TUESDAYS

16 SESSIONS

The Purchasing Agents' Association of Toronto sponsors this Course for the special training of Purchasing Agents, their assistants and those interested in broadening their knowledge of the purchasing field. Students will notice that the Association Executive has taken a new approach to the study of purchasing by concentrating on the principles and techniques.

Enrolment in this Course will be limited to 50 persons. Applications will be accepted according to the date they are received at University Extension. When the required number of applications is received the Course will be closed.

COURSE CHAIRMAN: Thomas Luke,  
Arthur S. Leitch Co. Ltd.

TIME: Tuesdays, 7.30 p.m., commencing October 22nd

PLACE: Room 101, School of Nursing Building

FEES: \$25.00

### REGISTRATION

By mail or in person at Room 108, 65 St. George St.

In order to accommodate students and enable them to enrol during the evening, registrations will be taken—

Thursday, September 12th  
Tuesday, September 17th  
Thursday, September 19th  
Tuesday, September 24th  
Thursday, September 26th  
Tuesday, October 1st

evenings, from 7.30 to 9 p.m., in the Wallberg Building,  
corner St. George and College Streets.

# LECTURES

## PRINCIPLES OF PURCHASING

LECTURER: D. B. Morin, C.A.,  
Canadian Radio Manufacturing Corp. Ltd.

- October 22 — Principles of Organization  
October 29 — Principles of Good Procedure  
November 5 — Administration and Purchasing Ethics  
November 12 — Budgets and Report Writing

## SPECIAL ASPECTS OF PURCHASING

### Part I

LECTURER: Charles M. Ricketts, Q.C.,  
Ricketts, Farley & Lowndes.

- November 19 — Legal—Contract Studies  
November 26 — Legal—Sale of Goods Act

### Part II

LECTURER: Reginald H. Yarnell.

- December 3 — Evaluation of Performance  
December 10 — Purchasing as part of Management

## VALUE ANALYSIS, PART I — PRINCIPLES

LECTURER: John H. Garlick,  
The Electric Storage Battery Company  
(Canada) Limited, Exide Division.

- January 7 — Better Value through Better Purchasing Techniques  
January 14 — Better Value through Better Suppliers  
January 21 — Better Value through Better Manufacturing Methods (substitution and standardization)  
January 28 — Better Value through Lower Cost Operations (a) Office; (b) Buildings; (c) Plant

## VALUE ANALYSIS, PART II — PRACTICE

LECTURER: Stan J. Foster,  
Keep Rite Products Limited.

- February 4 — Better Value through Better Price Analysis  
February 11 — Better Value through Quality Inspection  
February 18 — Better Value through Better Timing  
(a) Cycles; (b) Market Economics; (c) Traffic Control  
February 25 — Better Value through Better Inventory Control

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